



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

June 2, 2005

To: School Administration, District Clerks, Transportation Directors, School Bus Contractors, Head Start Directors, and County Superintendents

From: Maxine Mougeot, State Transportation Director

Re: "S" Endorsement study guide, Waiver Request Form and Employment Verification form

The new study guide for the new "S" endorsement requirement has been released from the Department of Justice. I am sending copies for you to share with your drivers. You will also receive copies of the "Request for Waiver" form which has the "Employment Verification" form on the back side. You can make as many copies of these documents as you need to. There is a practice test that may or may not reflect actual test questions on the transportation web site at www.opi.mt.gov/pupiltransport under "S" Endorsement Requirements. A good way to study for the actual test is to look up the answers to the study test in the study guide and read the information regarding that question. All of the answers are contained in the study guide and there aren't any trick questions.

Many drivers will qualify for the skills test waiver. The qualifying factors are simple. By September 30, 2005, any driver that (1) has taken and passed the 20 question written test; (2) has been driving prior to September 30, 2003 with a "P" endorsement; (3) has filled out and submitted a waiver request form; and (4) has an employment verification form signed by their employer(s) will qualify for the waiver.

Please have all drivers fill in and sign the "Request for Waiver" form on the front side of the page. Make sure that all information is complete and the drivers sign and date that side. The back of that form has the employer verification information. The employer(s) for the last two years must fill in and sign that side of the form. Please put the completed and signed documents for all drivers in an envelope and mail them to:

Patrick McJannet
Motor Vehicle Division
PO Box 201430
Helena, MT 59620-1430

This will allow the Motor Vehicle Division (MVD) to do the required background checks and determine if the driver qualifies for the waiver prior to taking the written test. This is especially important if the drivers are taking the written test at one of the group test sites.

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Drivers will also be required to complete and sign a new Montana Application for Commercial Driver License (CDL) form to submit to the MVD when applying to upgrade their CDL. The fee for the upgraded CDL is \$10.

Group test sites that have been set up so far are:

Hamilton at the MAPT Conference – June 21, 22, 23, 2005

Billings at the Lincoln Center – June 24, 25, 2005

Great Falls at Big Sky Bus Lines – June 14 and June 29, 2005

Missoula at Beach Transportation after July 4th (Date to be determined)

More group testing sites will become available on the Eastern side of the state as the MVD completes staff training. Drivers can go to their local MVD to take the tests as well.

For those drivers that will be required to take the skills/driving test, have them prepare by studying the current CDL drivers manual and the new study guide. There will be a thorough test for the pre-trip inspection and a driving skills test in addition to the 20 question written test.

If you have any questions, please email Patrick McJannet pmcjannet@mt.gov or you can email me at mmougeot@mt.gov.